UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. IRQ/ERB/TA/2020/024

Female candidates are strongly encouraged to apply

<table>
<thead>
<tr>
<th>Title of Post</th>
<th>Senior Field Assistant</th>
<th>Category/grade</th>
<th>General Service, G5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Number</td>
<td>N/A</td>
<td>Type of contract</td>
<td>Temporary Appointment</td>
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<tr>
<td>Location</td>
<td>Erbil, Iraq</td>
<td>Date of Issue</td>
<td>23 November 2020</td>
</tr>
<tr>
<td>Effective date of assignment</td>
<td>01 January 2021</td>
<td>Closing Date</td>
<td>06 December 2020</td>
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ORGANIZATIONAL SETTING, WORK RELATIONSHIPS and OPERATIONAL CONTEXT:

The Senior Field Assistant is normally supervised by the (Senior) Field Officer/Associate and performs a variety of functions related to Field activities within the office. The supervisor defines work processes and provides regular advice and guidance.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information and with the external contacts generally with officials of national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.

Erbil Governorate hosts about 50% of all the refugees in KRI with the vast majority being Syrian refugees but also substantial number of Iranian, Turkish and Palestinian refugees. Nearly 78% of refugees reside in urban areas and the remaining 22% reside in four refugee camps for Syrian refugees. Non-Syrian refugees (mainly Turkish and Iranians of Kurdish origin) mainly live in urban areas and informal settlements. Erbil governorate also hosts about 260,000 IDPs in six camps and urban areas. The camps accommodate about 20% of the total population of IDPs in Erbil. The overwhelming majority of IDPs in Erbil (about 80%) are living in non-camp locations and the rest in six IDP camps.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR’s core values of professionalism, integrity and respect for diversity.

Duties:
- Assist in monitoring the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been accommodated and report accordingly.
- Liaise with local authority counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level
- Perform other related duties as required

**Essential Minimum Qualifications and Experience:**

- 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher
- IT- Computer Literacy
- knowledge of English and Kurdish Languages.

**Desirable Qualifications & Competencies:**

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- At least intermediate level of Arabic Language
- MS-Drafting, Documentation, Data Presentation
- CL-Multi-stakeholder Communications with Partners
- Certificates and/or Licenses in International Relations, Engineering, Social work and any other certificate/license relevant to the position

**Required Competencies:**

**Core Competencies**
- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

**Cross-Functional Competencies**
- Analytical Thinking
- Planning and Organizing
- Stakeholder Management.

**Eligibility:**

**Internal candidates (Group 1 and Group 2):**
Interested staff members should consult the Administrative Instruction on Recruitment and Assignments of Locally Recruited Staff (RALS) (UNHCR/Al/2020/1/REV.1 dated 01 May 2020). If you have questions regarding your eligibility, you may also contact the HR Unit. Internal candidates are Group 1 and vetted group 2 candidates.

**Group 1:** Comprises current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.
**Group 2:** Group 2 comprises candidates from the categories listed below after completion of one cumulative or continuous year of service in the country of the vacancy. The Group 2 status will be confirmed by DHR or the HR/Admin in the relevant country, as applicable:

- Current locally recruited UNHCR staff members holding a temporary appointment
- Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females)
- National United Nations Volunteers currently working for UNHCR
- National UNOPS and individual contractors currently working for UNHCR
- Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member’s personal grade
- Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment
- Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment.
- Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment.

**External candidates:**
- External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

**Remuneration:**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: [https://icsc.un.org/](https://icsc.un.org/)

**Submission of Applications:**

If you wish to be considered for this vacancy, please submit your letter of motivation, updated factsheet (for internals), signed Personal History Form (for Group 2 and external candidates) through the online portal at [https://www.unhcr.org/iraq-jobs/](https://www.unhcr.org/iraq-jobs/).

The Personal History Form and its supplementary sheet can also be downloaded from the portal.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and oral interview. Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

**Refugees – who cares? We Do**